



## Controller *John Chiang*

### California State Controller's Office

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.*

**Position:**

(4993) Seasonal Clerk

**Position #:**

051-220-1120-902

**Salary Range:**

\$1,591 - \$1,794

**Issue Date:**

9/30/2014

**Contact:**

Sheri McColloch, (916) 322-8141

**Location:**

Personnel / Payroll Services  
Division  
300 Capitol Mall, 10th Floor  
Sacramento, CA 95814

**Final Filing****Date:**

October 14, 2014

**Application Information:**

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

State Controller's Office  
Personnel / Payroll Services  
Division  
ATTN: Sheri McColloch  
300 Capitol Mall, Suite 1001

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

*Applications will be screened and only the most qualified will be interviewed.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

**Note:** Applicants on public assistance under the Calworks Program/Temporary Assistance for Needy Families (TANF) will be given priority. A letter from the County Welfare department verifying Calworks/TANF status must be submitted with your application. If verification is not submitted with your application, your application will not be processed.

**Scope of Position:**

Under close supervision in a temporary, part-time intermittent position, the Seasonal Clerk will provide support services including: perform simple and repetitive clerical work and do other related work to provide support to a variety of functions within the State Controller's Office. It is expected that the selected candidate will work between ten (10) to twenty (20) hours per week, subject to the need of the assigned program.

**Duties and Responsibilities:**

**(Candidates must perform the following functions with or without reasonable accommodations.)**

Duties may include, but will not be limited to the following: receives, opens, time stamps, sorts, and distributes mail as directed; addresses, stuffs, stamps envelopes; operates numbering or dating machines as directed; stamps documents; sorts, distributes, and files cards, letters, checks, and other documents by letter or number; looks up information as directed; assists in compiling and tabulating simple statistical data as directed; operates duplicating machines or other office equipment as directed; sorts, distributes or processes bundles, boxes or bags of mail, documents or other materials, and other duties as required.

## Desirable Qualifications:

**Please write “051-220-1120-902” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

**(Statewide)**

- Analyze and take effective action when responding to issues including knowing when to elevate an issue to supervisor.
- Communicate effectively; and work cooperatively with others and gain their respect and confidence.
- Ability to perform arithmetic computations.
- Ability to travel within the Sacramento regions between offices.
- Compute report on and/or carry out prescribed action.
- Skills in describing issues, resolutions, completing instructions or documentation through use of email or phone for communicating with staff.
- Prioritize and follow instructions, take effective notes, question any issues, and correct errors provided by departmental staff.
- Good interpersonal skills to deal with individuals in a tactful congenial and personal manner.
- Ability to use good judgment and make sound decisions in critical situations.
- Ability to handle stressful and/or sensitive situations with tact.
- Demonstrable pattern of dependability.

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*The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12*